

**NORTH CAROLINA COMMISSION FOR MENTAL HEALTH, DEVELOPMENTAL  
DISABILITIES AND SUBSTANCE ABUSE SERVICES**

**Advisory Committee Minutes**

**Double Tree Hotel  
Raleigh, NC**

**Thursday, July 25, 2013**

**Attending:**

**Commission Members:**

Anna Cunningham, Dr. Tyehimba Hunt-Harrison, Beverly Morrow, Kevin Oliver, Dr. Peggy Terhune, Elizabeth Ramos, Don Trobaugh, Ann Shaw, Linda C. Warden, Dr. Marian Spencer

**Excused Absences:**

James R. Bowman, Michael Maybee, Phillip A. Mooring, Dr. Greg Olley, John Owen

**Division Staff:**

W. Denise Baker, Marta T. Hester, Andrea Borden, Brenda T. Smith

**Call to Order:**

The Advisory Committee was called to order by Anna Cunningham, Advisory Committee Chairperson at 1:14 pm. Ms. Cunningham issued the ethics reminder and advised the members of an agenda change: Stuart Berde, Chief, Advocacy and Customer Service Section, NC Division of Mental Health, Developmental Disabilities and Substance Abuse Services (NC DMH/DD/SAS) planned to deliver a presentation on the roles and responsibilities of his section. At Mr. Berde's request, member introductions were held at the onset of his presentation.

**Approval of Minutes:**

*Upon motion, second, and unanimous vote, the Advisory Committee approved the minutes of the April 25, 2013 meeting as amended. Ms. Warden's name was corrected from Warren to Warden.*

**Special Presenter:**

Mr. Berde presented a power point presentation on the Advocacy and Customer Service Section and disseminated handouts on the section, *NC 2-1-1*, and *Customer Service and Consumer Rights Local Office Contacts 1/15/2013*. He stated his section is involved in client rights investigations and the section was designed for the section chief to report directly to the Secretary of the NC Department of Health and Human Services. He advised the Advocacy and Customer Service Section is comprised of two teams: Customer Service and Community Rights Team and the Consumer Empowerment Team. Mr. Berde concluded by informing them, the Hospital Advocates Team, previously a part of the Advocacy and Customer Service Section, is now housed under the NC Division of State Operated Healthcare Facilities.

Following Mr. Berde's presentation, Ms. Cunningham referred the members to the *Proposed Guidelines for Treatment of Individuals Committed Subsequent to a Determination of Incapacity to Proceed, Required by Session Law 2013-18, Incapacity to Proceed Amendments*. The members were asked to review the guidelines and provide feedback by July 31, 2013, to W. Denise Baker, Team Leader, Division Affairs, Operations Support Section, NC DMH/DD/SAS.

### **Old Business**

Ms. Baker advised the Advisory Committee that an update on legislation applicable to mh/dd/sas issues will be presented at the Full Commission meeting on August 22, 2013.

### **New Business: Review Updated Advisory Committee Working Matrix Model and Prioritize Action Items and Finalize Workgroup Assignments:**

Ms. Cunningham led the discussion on the priority action items to be addressed by the Advisory Committee which generated the questions and comments below:

- Ms. Cunningham noted the issues selected should focus on where the Advisory Committee can have the most input and impact. It should also include questions regarding who should be advised, while addressing both long and short term goals. She added that the all of the topic areas on the matrix handout fell into six (6) topics: *Housing and Transportation; Communication, Education and Training; Employment; Policies and Procedures; Information Technology; and Rights and Services.*
- Don Troubaugh, Advisory Committee member, recommended that the committee focus on issues which can be addressed within a predetermined amount of time. He added that the entire committee should work together to help prioritize the issues.
- Dr. Peggy Terhune, Advisory Committee member, suggested that barriers to housing should be addressed.
- Several committee members requested copies of the Housing Report generated by the NC Commission for MH/DD/SAS several years ago, which the NC DMH/DD/SAS agreed to supply by the next meeting. The Advisory Committee will be provided copies of the following documents: the Strategic Housing Plan for the NC DMH/DD/SAS, January 1996, and Welcome Home!: A Report on Housing for North Carolinians with Disabilities, completed by The Task Force on Housing of the NC Commission for MH/DD/SAS, August 18, 2004.

### **The discussion concluded with the following results:**

- The Advisory Committee collectively decided to ensure any issues selected should address health and safety and gaps in services.
- There will be two (2) workgroups which will focus on the following topics: Rights and Services and Housing and Transportation.
- Under each topic there will be several components: communication, education and training; employment; information technology; and policies and procedures.
- Committee members present selected their workgroup of choice: *Rights and Services Workgroup* – Peggy Terhune, Beverly Morrow, Tyehimba A. Hunt-Harrison, Kevin Oliver; *Housing and Transportation Workgroup* – Don Trobaugh, Dr. Marian Spencer.
- Elizabeth Ramos and James Bowman, (Mr. Bowman was absent), had expressed their interest in serving on the *Rights and Services Workgroup* before the meeting.
- Ann Shaw and Linda Warden, Advisory Committee members, expressed interest in serving on the Communication, Education and Training Workgroup; however, it was later decided that communication, education and training will be a component of each of the two work groups.

### **Next Steps and Wrap Up:**

Ms. Cunningham stated that she will be in charge of the following deliverables: sending out the listing of workgroup assignments to the Advisory Committee members; and drafting a starting point on the committee's mission statement to disseminate for feedback and input. She further stated the agenda item on today's calendar on the Workgroup Breakout Sessions will take place at the next committee meeting.

The members requested invitations to future meetings be extended to Melodee Stokes, Implementation Team Manager, NC Tracks, and Bill Bronson, Drug Control Unit Program Manager. Marta T. Hester, Mental Health Program Manager, Division Affairs Team, Operations Support Section, NC DMH/DD/SAS, added that Dr. Shealy Thompson, Quality Management Team Leader, NC DMH/DD/SAS and Ken Edminster, Housing Coordinator, Best Practice and Community Innovations, NC

DMH/DD/SAS, have been invited to the October meeting. Dr. Thompson will provide an update on the Gap Analysis Report and Mr. Edminster's presentation will be on housing. The Division was also asked to check on the availability of the Advisory Committee members' being provided copies of the 2013-14 Directory on MH/DD/SAS published by the NC Council of Community Programs.

**Public Comment:**

There were no public comments.

**Adjournment:**

*There being no further business, the meeting adjourned at 3:35 pm.*